



How to Register for Electronic Claims Submission

What forms do I need to complete?

To register and begin submitting electronic claims to HPES, complete the enrollment forms as described in the table below. Mail your registration forms to:

HP Enterprise Services
EDI Coordinator
PO Box 30042
Reno, Nevada 89520-3042

Submission method	Forms to submit	After you submit the forms
I would like to submit my claims free of charge through Payerpath.	<ul style="list-style-type: none">• Submit one FA-37 form for each NPI/API you use.• Submit one FA-39 form.	The EDI Coordinator will contact you to give you your username and initial password. You will need this information to log on to Payerpath's web site and begin submitting claims.
I will be submitting my claims to a clearinghouse. The clearinghouse will then send to HPES.	<ul style="list-style-type: none">• Submit one FA-37 form for each NPI/API you use.	We notify the clearinghouse that you have registered with us to send or receive electronic transactions. Please contact your clearinghouse. They will assist you in further setup and/or testing.
I plan to submit claims directly from my business to HPES, using my current practice management software.	<ul style="list-style-type: none">• Submit one FA-35 form.• Submit one FA-36 form.• Submit one FA-37 form for each NPI/API you use.	We will contact you with your SFTP username, your initial password and your service center code so that you may begin testing with us.
I am a clearinghouse who would like to begin sending claims to HPES on behalf of providers.	<ul style="list-style-type: none">• Submit one FA-35 form.• Submit one FA-36 form.	We will contact you with your SFTP username, your initial password and your service center code so that you may begin testing.